

Section 7-8

FREQUENTLY ASKED DLAMP TRAVEL QUESTIONS

Q: Who is responsible for making flight and hotel reservations?

A: You are responsible for securing your own flight and hotel reservations.

Q: Do I have to stay at a designated hotel while attending SNSEE courses?

A: No, there is no designated hotel. A list of local hotels will be provided for your consideration.

Q: Can I get a rental car?

A: It is DLAMP policy that rental cars will not be obtained with DLAMP funds. Exceptions are made only for those participants who are in remote areas and need a rental car to get back and forth to the airport. This does not preclude your agency from funding a rental car for you. If your agency pays for a rental car, you should provide the fund citation for the rental car when you submit your TDY Worksheet.

Q: Are telephone calls authorized?

A: One "safe call" home is authorized to confirm your arrival at the TDY site. If you need to make business calls while on TDY, you should provide your activity fund citation to be specified on your orders for those calls.

Q: When will I receive my travel orders?

A: Travel orders for SNSEE courses will be sent at least 10 days prior to the date of the class. For PME, they will be sent approximately 30 days prior to the start of class. If you have not received your orders by that date and you have submitted a completed TDY Worksheet, you should contact the DLAMP office at (703) 696-9623 (DSN 426).

Q: What is the per diem rate?

A: Per diem rates are subject to change. The rate in effect for the class you will attend will be annotated on the TDY Worksheet you receive from the DLAMP office. You can verify the per diem rate at <http://www.dtic.mil/perdiem/pdrform.html>. Remember, per diem for long-term training (e.g., Professional Military Education) is limited to 55 percent of the applicable amount prescribed for the TDY location.

Q: If I live in the vicinity of my PME class, may I claim my daily travel expenses?

A: Yes, you may be authorized parking fees and mileage in excess of your normal daily travel between your residence and duty station.

Q: Can I drive to SNSEE in lieu of flying?

A: You may drive your privately-owned vehicle, but reimbursement will be based on reconstructed airfare (limited to the cost the government would have incurred had you taken a contract carrier flight).

Q: How do I get a travel advance?

A: You may use your government charge card to obtain a cash advance. We recommend that you keep your receipts for any ATM transactions, as ATM fees are reimbursable.

Q: Where do I send my travel claim?

A: You should submit your DD Form 1351-2 and receipts directly to DLAMP by fax to 703-696-9525. DLAMP will forward approved claims to DFAS - Columbus for payment.

Q: What is the telephone number for DFAS - Columbus?

A: The toll free customer service number is 800-756-4571.

Q: Can I extend my TDY to conduct job-related business or other DLAMP-related activities before or after the course?

A: No. Travel orders are issued solely for the purpose of attending the PME or SNSEE course. If you extend your TDY, the extra time must be authorized and funded by your employing organization.

Q: My travel office will not accept travel orders issued by DLAMP. What should I do?

A: All DLAMP travel is centrally funded, which gives the DLAMP office the authority to issue travel orders directly to participants. This authority releases local activities from their responsibility to prepare and authorize the orders. Travel orders prepared by DLAMP are complete with all necessary signatures and may not be altered in any way. If your travel office will not accept your orders, notify your Component DLAMP representative.